



**CITY OF GRANTS PASS**  
invites applications for the position of:

## **Office Assistant - Parks & Community Development**

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**SALARY:** \$14.90 - \$18.86 Hourly

**OPENING DATE:** 08/14/15

**CLOSING DATE:** 09/23/15 05:00 PM

### **SUMMARY OF POSITION:**

The City of Grants Pass is accepting applications for the full-time position of Office Assistant in the Parks & Community Development Department. This full time position performs a variety of customer service and clerical duties at the front desk of the Parks & Community Development Department primarily supporting Building, Planning and Engineering; strong attention to detail, organizational and multi-tasking skills required. Experience working within the construction community preferred.

Duties will also include proof reading, website updates and organization of files and records.

### **MINIMUM QUALIFICATIONS:**

A High School Diploma or GED, and two years of general office experience including customer service experience are required; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job as listed in the job description.

### **HOW TO APPLY:**

Application materials must be turned in by the closing date in order to be considered for this position. Applications can be completed on-line, hand delivered or post-marked by the application deadline. Applicants with minor errors on their application materials may be contacted for corrections, however, any application that is missing a cover letter, resume, supplemental questionnaire, or typing certificate will not be considered. No late, incomplete or faxed applications will be accepted.

The required materials to be turned in by the application deadline for this recruitment are:

1. City Application
2. Supplemental Questionnaire
3. Resume
4. Cover Letter
5. Typing certificate indicating 40 words per minute at 100% accuracy keyboarding skills. (NOTE: Typing certificates will be accepted from the WorkSource Employment Department, or a temporary employment agency. Typing tests taken on-line will not be accepted.)

### **RANKING AND SELECTION:**

The ranking and selection of applicants to proceed in the process includes: experience, education, responses to supplemental questionnaire and meeting minimum qualifications of the position. The selection process for this position includes the following steps: application review, interview, tentative offer, reference and education checking, drug testing, and final offer of employment.

Reasonable accommodations may be made upon request prior to the application deadline to enable individuals with disabilities to participate in the job application process.

### **Veteran's Preference**

A Veteran's Preference Form is available on the City's website at [www.grantspassoregon.gov](http://www.grantspassoregon.gov) or by

contacting the Human Resources Department at 541-450-6000.

All candidates will be notified of the status of their application after the closing date.

### **E-Notification**

To monitor future openings with our organization, our job line is 541-450-6056. You may sign up for e-mail notification of future job postings, by visiting our website and selecting "Sign up for E-notifications" under the "About Grants Pass" tab. All candidates will be notified of the status of their application after the closing date.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.grantspassoregon.gov>

Position #15-10  
OFFICE ASSISTANT - PARKS & COMMUNITY DEVELOPMENT  
TM

101 N.W. "A" Street  
Grants Pass, OR 97526  
541-450-6050  
541-450-6000

[humanresources@grantspassoregon.gov](mailto:humanresources@grantspassoregon.gov)

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### **Office Assistant - Parks & Community Development Supplemental Questionnaire**

- \* 1. The position you are applying for requires providing a high level of customer serve while answering a busy multi line phone and also helping walk in customers. Describe your experience working in this type of environment.
  
- \* 2. Working closely with the Building, Planning, and Engineering Divisions is a primary responsibility of this job. Describe your experience or knowledge working with builders, contractors and the development community.
  
- \* 3. Describe an experience you had with an irate customer.
  
- \* 4. How do you handle stressful situations and confrontation in the workplace?
  
- \* 5. I certify that each of the answers given above are correct and true to the best of my knowledge. I understand that any untruthfulness on this form will be grounds for subsequent disqualification or dismissal in the event that I am hired for the position of Office Assistant.

☐ Yes   ☐ No

\* Required Question

## Employment Application

EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER

**POSITION APPLIED FOR:** \_\_\_\_\_

**PLEASE PRINT OR TYPE:**

Last Name	First	Initial	
Street Address	City & State	Zip	
Mailing Address	City & State	Zip	
Telephone (Home)	(Work)	(Cell)	(Message)
Electronic Mail Address			
Social Security Number		Drivers License # / State / Expiration Date	

**Answer all of the questions listed below:**

- Are you 18 years of age or over?** Yes No
- If applying for a sworn Police Officer position, are you 21 years of age or over?** Yes No
- Can you demonstrate that you are a Citizen of the United States or that you are legally authorized to work in the United States?** Yes No
- Have you previously been employed by the City of Grants Pass?** Yes No  
If so, When and what position/s? \_\_\_\_\_
- Have you ever been a member of a State of Oregon Public Employees Retirement System (PERS)?** Yes No
- Have you ever been convicted of a felony or a misdemeanor other than a minor traffic violation?** Yes No
- Do you have any relatives working here?** Yes No

*(Convictions are not an automatic bar to employment. Each case is considered separately.)*

Please attach a separate sheet that discusses all convictions including date, charge, and disposition.

- Do you have a High School Diploma?** Yes No

Name of School	Location (City & State)

- If not, do you have a General Equivalency Degree/Certificate? (GED)** Yes No

Name of School	Location (City & State)

### **Skills and Abilities:**

Using a scale of 0 to 5 (0 is low and 5 is high) please indicate your skill level for the following:

_____ Typing / Keyboarding (____wpm)	_____ Computer Use
_____ Email	_____ Internet Use
_____ Microsoft Office Applications	_____ Multi-Line Phone
_____ 10-Key	_____ Spreadsheet Software
_____ Public Speaking	_____ Interpersonal Communication Skills
_____ Defensive Driving	_____ Other _____

List any special training, certificates, professional, vocational licenses, registrations, languages, or additional job-related skills specific to the position you are applying for:

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### **Education / Specialized Training:**

List additional Education beyond High School (college, universities, military schools, trade schools etc).

Name of School	Location (City & State)	Major	Credits Completed	Certificates or Degrees

### **Employment History:**

Starting with your present or last employer, please list your work experience during the last 10 years, including all non-paid or volunteer work. If you need more space, please attach additional sheets. Explain gaps in employment. A resume will not be accepted as a substitute for employment history.

Job Title \_\_\_\_\_ Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Employer \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Direct Supervisor \_\_\_\_\_

Were you a supervisor? Yes No If so, # supervised? \_\_\_\_\_ May we contact this employer? Yes No

Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_

Duties/Responsibilities \_\_\_\_\_

Reason for leaving : \_\_\_\_\_

Job Title \_\_\_\_\_ Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Employer \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Direct Supervisor \_\_\_\_\_

Were you a supervisor? Yes No If so, # supervised? \_\_\_\_\_ May we contact this employer? Yes No

Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_

Duties/Responsibilities \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

Job Title \_\_\_\_\_ Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Employer \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Direct Supervisor \_\_\_\_\_

Were you a supervisor? Yes No If so, # supervised? \_\_\_\_\_ May we contact this employer? Yes No

Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_

Duties/Responsibilities \_\_\_\_\_

Reason for leaving : \_\_\_\_\_

Job Title \_\_\_\_\_ Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Employer \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Direct Supervisor \_\_\_\_\_

Were you a supervisor? Yes No If so, # supervised? \_\_\_\_\_ May we contact this employer? Yes No

Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_

Duties/Responsibilities \_\_\_\_\_

Reason for leaving : \_\_\_\_\_

Job Title \_\_\_\_\_ Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Employer \_\_\_\_\_ Address \_\_\_\_\_

Phone \_\_\_\_\_ Direct Supervisor \_\_\_\_\_

Were you a supervisor? Yes No If so, # supervised? \_\_\_\_\_ May we contact this employer? Yes No

Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_

Duties/Responsibilities \_\_\_\_\_

Reason for leaving : \_\_\_\_\_

If more space required for Employment History, please attach an additional sheet.

**AGREEMENT:** I understand any misrepresentation or deliberate omission may be justification for termination or refusal of employment. I agree to undergo psychological screening (when applicable), physical examination and drug screening. I fully understand employment is contingent upon meeting the City's physical requirements. (Note: Physical requirements will be assessed only as they relate to the position applied for. The City does not discriminate on the basis of handicap.) Candidates unsuccessful in any part of the testing process may reapply to test for future openings after waiting six months, unless it was for failure to pass the background or psychological examination, which requires the applicant to wait to retest for three (3) years. I HEREBY AUTHORIZE THE EMPLOYERS, SCHOOLS OR PERSONS NAMED ON THIS APPLICATION TO GIVE ANY ADDITIONAL INFORMATION REGARDING MY QUALIFICATIONS AND CHARACTER. I HEREBY AUTHORIZE THE CITY TO REVIEW MY DRIVING RECORD AS WELL AS CRIMINAL HISTORY.

Please read the above and sign \_\_\_\_\_

Signature

Date

**CITY OF GRANTS PASS**  
**AFFIRMATIVE ACTION QUESTIONNAIRE**

NOTE TO APPLICANT: The City of Grants Pass is an equal opportunity employer. For the purposes of satisfying State and Federal requirements, your cooperation in volunteering the following information is appreciated. This form will be removed from your employment application and kept separate and confidential.

Name: \_\_\_\_\_

Position Applied For: \_\_\_\_\_

Age: \_\_\_\_\_ Gender:      Male ☐      Female ☐

Please check the appropriate box:

Ethnic Origin (select one):

- ☐ **White** (not of Hispanic origin)- having origins in any of the original peoples of Europe, North Africa or the Middle East.
- ☐ **Black** (not of Hispanic origin)- having origins in any of the Black racial groups of Africa
- ☐ **Hispanic**- all peoples of Cuban, Mexican, Puerto Rican, Central or South America or other Spanish culture or origin regardless of race.
- ☐ **Asian or Pacific Islanders**- having origins in any of the original peoples of the Far East, southeast Asia, Indian subcontinent or the Pacific Islands.
- ☐ **American Indian or Alaskan Native**- having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.

**Optional Survey:**

I learned about this position through the following source(s):

- ☐ Newspaper (please specify) \_\_\_\_\_
- ☐ Organization or Group (please specify) \_\_\_\_\_
- ☐ Newsletter or Journal (please specify) \_\_\_\_\_
- ☐ City Employee                                      ☐ Employment Office
- ☐ City Web Site                                        ☐ Other (please specify) \_\_\_\_\_